

DRAFT: CO DE Emergency Blanket Addendum: Summer 2020 & Fall 2020

Rationale Section: Summer 2020

Per Memorandum ES 20-12, College of the Sequoias is requesting an Emergency Temporary Distance Education (DE) Blanket Addendum for the Summer 2020 term, beginning June 1 and ending July 28. This decision was made following local and state health guidance.

Range of courses to be included in the addendum: All Summer 2020 courses in session. Exclusions include those courses previously approved as DE offerings, as well as some courses in state-identified essential service areas such as health services, fire, and police. Courses to be included in this addendum are attached, and total 50 courses across 84 sections.

Additional information, including the included courses, our local plan for approval of distance learning addendums (DLA) for the included courses no later than December 20, 2020, and a plan for professional development, are attached. Please let us know if you need any additional information.

Rationale Section: Fall 2020

Per Memorandum ES 20-12, College of the Sequoias is requesting an Emergency Temporary Distance Education (DE) Blanket Addendum for the Fall 2020 term, beginning August 17 and ending December 18. This decision was made following local and state health guidance.

Range of courses to be included in the addendum: All Fall 2020 courses in session. Exclusions include those courses previously approved as DE offerings, as well as some courses in state-identified essential service areas such as health services, fire, and police. Courses to be included in this addendum are attached, and total 376 courses across 719 sections.

Additional information, including the included courses, our local plan for approval of distance learning addendums (DLA) for the included courses no later than December 20, 2020, and a plan for professional development, are attached. Please let us know if you need any additional information.

Curriculum Approval Plan: Summer & Fall 2020

The sections below describe the plan for local DE approval of courses in the attached list. This plan was reviewed and approved by the Curriculum Committee at their May 6, 2020 meeting.

Distance Learning Addendum

The Academic Senate's Distance Education Committee (DECOS) and Educational Technology Committee (ETC) have reviewed and approved an updated version of our existing Distance Learning Addendum (DLA) form, following our standard process. The form was then reviewed and approved by the Academic Senate at their May 13 meeting. The updated form continues to address all required components of Title 5, ACCJC standards, ADA compliance, and Federal DE regulations, but adds an option for scheduling the Distance Education modality in declared emergencies only.

Course Approval

A total of 379 courses that do not currently have Distance Education approval are scheduled in Summer (49 courses) and/or Fall (373 courses), excluding duplicates. Of those courses, 44 are currently undergoing their regularly scheduled 5-year update process, and 68 are scheduled for 5-year review in 2020-2021.

The curriculum committee will prioritize approvals, beginning with the 44 courses already in process, requesting that faculty review those updates and attach the new form prior to completion of the review process. For the remaining courses, the curriculum committee will require the new form be attached to all relevant courses undergoing regular curriculum review, including the 68 courses scheduled for update in 2020.

For the remaining 267 courses requiring DLA approval by the December 20 deadline, the curriculum committee will request that faculty complete the DLA and submit an “emergency DE only” update request via the District’s curriculum management system prior to October 1. These course updates will then undergo an expedited review process, so that they may be approved by Academic Senate no later than their October 28 meeting. For courses that do not meet this deadline, the due date can be extended to November 1 for the Senate’s December 9 meeting. All course updates will need to be approved by the Senate prior to the Board’s December meeting, on Monday, December 12.

Training on DLA completion will be incorporated into faculty professional development, which is further specified in the District’s professional development plan.

Expedited Review

In collaboration with our CMS vendor (CourseLeaf) we have updated our system to add an additional checkbox under “Methods of Instruction” for “Temporary DE (Emergency Addendum).” Checking this option will trigger a required attachment for the DLA form, as well as an expedited workflow consisting of the following roles: Curriculum Coordinator, Division Chair, Division Dean, DE Coordinator, Curriculum Committee Subgroup Vote, Academic Senate, Board of Trustees. The Curriculum Coordinator role will also be moved first in the standard workflow, in order to direct proposals with added DE appropriately – to standard workflow for those due for currency, or expedited workflow for those courses that are current and adding DE only. These processes will ensure timely and appropriate review completion.

Distance Education Professional Development Plan: Summer 2020

In order to prepare faculty to teach through distance education modalities during an emergency disruption, the District has created an [Instructional Continuity Information Page](#) that includes how to plan for disruptions, local Online Teaching Certification Program details, and weekly office hours with the Faculty Distance Education Coordinator and Instructional Designer. To be more proactive for Summer, the Distance Education team launched a special edition [Online Teaching Certification Program](#) with options for additional support. This special edition program term was April 20, 2020 through May 16, 2020. Eight faculty that are

scheduled to teach in Summer 2020 are currently in this program. This program includes workshops that are open to the entire campus. To fully meet the needs of faculty teaching Summer 2020, COS has developed Emergency Distance Education Training for Summer 2020. See details below.

Emergency Distance Education Training for Summer 2020 Instructors

Both options for training are facilitated by the Distance Education Coordinator and will include office hours for support. Participants are required to develop skills in Canvas by building content in a Canvas shell. They must also submit assignments demonstrating competence and knowledge. To ensure faculty are supported, the Distance Education Coordinator and Instructional Design/OER Librarian will maintain regular drop-in office hours via Zoom. These office hours are offered at regular times during the week and promoted via email and on our [Instructional Continuity Information Page](#).

Option 1) Asynchronous Self-Paced Workshops (include recorded video instruction)

-OR-

Option 2) Scheduled Synchronous Live Workshops via ConferZoom (include direct instruction)

Workshop Title	Topics	Live Workshop Option <i>(all workshops are scheduled for 2 hours)</i>	Self-Paced Canvas Option
Canvas Workshop	This workshop is an introduction to Canvas. It is most appropriate for instructors with little or no experience with Canvas. Course navigation features and structures, assignment submission options, quizzes, ConferZoom integration and content presentation strategies.	Wednesday, 5/20 9:00am-11:00am Friday, 5/29 9:00am-11:00am	Open May 18-May 30, 2020 Email Deborah Nolan deborahn@cos.edu to register.
Legal Issues Workshop	FERPA, Copyright, Accessibility, US DOE Requirements, student authentication, substantive contact, California Regulations, instructor-initiated contact, student-student contact, local Curriculum Approval	Monday, 5/18 9:00am-11:00am Thursday, 5/21 1:00pm-3:00pm Saturday, 5/23 9:00am-11:00am Tuesday, 5/26 1:00pm-3:00pm	Open May 18-May 30, 2020 Email Deborah Nolan deborahn@cos.edu to register.

Course Design Workshop	Universal Design for Learning: Content Presentation, Engagement, Assessment	Tuesday, 5/19 1:00pm-3:00pm Friday, 5/22 9:00am-11:00am Wednesday, 5/27 9:00am-11:00am Saturday, 5/30 1:00pm-3:00pm	Open May 18-May 30, 2020 Email Deborah Nolan deborahn@cos.edu to register.
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Anticipated number of Summer 2020 Faculty

Of those instructors scheduled to teach in Summer 2020, including counselors and librarians, fifty instructors are non-certified. Eight of these instructors are in the local online certification program that will be completed May 16th. We anticipate 42 instructors will need Emergency Distance Education Training for Summer 2020. We will ensure larger capacity for Fall 2020 Instructors that may want to complete this training in advance.

Distance Education Professional Development Plan: Fall 2020

In order to prepare faculty to teach through distance education modalities during an emergency disruption, the District has created an [Instructional Continuity Information Page](#) that includes how to plan for disruptions, local Online Teaching Certification Program details, and weekly office hours with the Faculty Distance Education Coordinator and Instructional Designer. To fully meet the needs of faculty teaching Fall 2020, COS has developed Emergency Distance Education Training during June and July (6/1/2020-7/31/2020). See details below.

Emergency Distance Education Training for Fall 2020 Instructors

Both options for training are facilitated by the Distance Education Coordinator and will include office hours for support. Participants are required to develop skills in Canvas by building content in a Canvas shell. They must also submit assignments demonstrating competence and knowledge. To ensure faculty are supported, the Distance Education Coordinator and Instructional Design/OER Librarian will maintain regular drop-in office hours via Zoom. These office hours are offered at regular times during the week and promoted via email and on our [Instructional Continuity Information Page](#).

Option 1) Asynchronous Self-Paced Workshops (include recorded video instruction)

-OR-

Option 2) Scheduled Synchronous Live Workshops via ConferZoom (include direct instruction)

Workshop Title	Topics	Weekly Live Workshop Option <i>(all workshops are scheduled for 2 hours)</i>	Self-Paced Canvas Option
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Canvas Workshop	This workshop is an introduction to Canvas. It is most appropriate for instructors with little or no experience with Canvas. Course navigation features and structures, assignment submission options, quizzes, ConferZoom integration and content presentation strategies.	Mondays, 1:00pm-2:00pm (6/1, 6/8, 6/15, 6/22, 6/29, 7/6, 7/13, 7/20, 7/27) Saturdays, 9:00am-10:00am (6/8, 6/13, 6/20, 6/27, 7/11, 7/18, 7/25)	Open June 1-July 31, 2020 Email Deborah Nolan deborahn@cos.edu to register.
Legal Issues Workshop	FERPA, Copyright, Accessibility, US DOE Requirements, student authentication, substantive contact, California Regulations, instructor-initiated contact, student-student contact, local Curriculum Approval	Tuesdays 6/2, 1:00pm – 3:00pm 6/9, 9:00am – 11:00am 6/16, 1:00pm – 3:00pm 6/23, 9:00am – 11:00am 6/30, 1:00pm – 3:00pm 7/7, 9:00am – 11:00am 7/14, 1:00pm – 3:00pm 7/21, 9:00am – 11:00am 7/28, 1:00pm – 3:00pm	Open June 1-July 31, 2020 Email Deborah Nolan deborahn@cos.edu to register.
Course Design Workshop	Universal Design for Learning: Content Presentation, Engagement, Assessment	Fridays 6/5, 9:00am – 11:00am 6/12, 1:00pm – 3:00pm 6/19, 9:00am – 11:00am 6/26, 1:00pm – 3:00pm 7/10, 9:00am – 11:00am 7/17, 1:00pm – 3:00pm 7/24, 9:00am – 11:00am 7/31, 1:00pm – 3:00pm	Open June 1-July 31, 2020 Email Deborah Nolan deborahn@cos.edu to register.

Anticipated number of Fall 2020 Faculty

Of those instructors scheduled to teach in Fall 2020, including counselors and librarians, over 200 instructors are non-certified. In order to fully meet the demand this capacity requires, we are offering training sessions weekly, immediately following the Summer 2020 faculty trainings and providing a self-paced option with support. In addition, we are encouraging Fall 2020 faculty to participate in training with the Summer 2020 instructors if possible.